

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, September 1, 2011
Mansfield Town Hall
Town Council Chambers
4 S. Eagleville Road**

4:00 PM

MINUTES

Present: Harry Birkenruth, Tom Callahan, Dennis Heffley, David Lindsay, Philip Lodewick, Frank McNabb, Toni Moran, Betsy Paterson, Chris Paulhus, Kristin Schwab, Bill Simpson, and Ted Yungclas

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 pm at the Storrs Center construction site off of Dog Lane.

Macon Toledano, Vice President for Planning and Development with master developer LeylandAlliance, and Dan James, General Superintendent with the general contractor, Erland Construction, conducted a site tour for the Board of Directors. In addition to the Board members present, Howard Kaufman and Lou Marquet from LeylandAlliance were also in attendance.

The Board then stopped by Katie Andrighetti's Oaks on the Square office at 1254 Storrs Road to meet Ms. Andrighetti. Ms. Andrighetti is the property manager for Oaks on the Square, the residential apartments in Storrs Center.

The meeting reconvened in the Town Council chambers with the addition of Bob Sitkowski, Real Estate Officer for the University of Connecticut. Mr. James, Mr. Toledano, Mr. Kaufman, and Mr. Marquet did not attend the rest of the meeting.

2. Opportunity for Public Comment

There was no public comment.

3. Approval of Minutes of August 4, 2011

Bill Simpson made a motion to approve the minutes of August 4, 2011. Betsy Paterson seconded the motion. Chris Paulhus abstained. The motion was approved with the one abstention.

4. Director's Report

Cynthia van Zelm passed around a sign-up list for volunteering at the Festival.

5. Update on Storrs Center Action Items

Ms. van Zelm said the next job fair to be hosted by Erland Construction would be on September 8 from 7 pm to 9 pm at the Community Center. Ms. van Zelm noted that the job fair has been advertised to the press and through the Partnership's database, website and local public access channels. Flyers will also be left by Erland with hardware stores/suppliers and at the local voc tech schools.

Ms. van Zelm said that letters had gone out from the Partnership to the current businesses that will need to relocate apprising them of the timing of relocation (spring 2012) and the relocation benefits available as well as the relocation assistance provided by the Partnership's relocation consultant Phil Michalowski. The letter is the required second notice per the Storrs Center Municipal Development Plan's Relocation Plan. The first notice went out in November 2006.

Ms. van Zelm said she has been meeting with Ms. Andrighetti and several organizations about the housing including the UConn Alumni Association, and the UConn Graduate School. More meetings are planned as well.

6. Four Corners Sewer and Water Study Advisory Committee Update

Ms. van Zelm said the next meeting of the Committee is scheduled for September 8.

7. Report from Committees

Advertising and Promotion

Kristin Schwab said the next meeting will be this month. An update on the public spaces plan will be part of the agenda. Ms. Paterson asked if Ms. Schwab could give a Power Point presentation to the Town Council on the public spaces plan. Ms. Paterson thought it would be a good way to publicize the plan by showing what is preserved and the great recreational opportunities in the core of Mansfield. Ms. Schwab said that she and her students could provide an update to the Town Council.

Harry Birkenruth asked if the public spaces plan can be integrated into the marketing for the apartments. Ms. Schwab said a brochure is planned and maps can be made available as part of the housing marketing.

Ms. Schwab said as follow-on to the plan, the Town has applied for a State Department of Energy and Environmental Protection grant for an urban trails network design for the downtown.

Mr. Lodewick commended Ms. Schwab and her team for promoting sustainability and walkability.

Festival on the Green

Ms. Paterson thanked Board members for volunteering and contributing to the Festival and encouraged Board members to continue to help as the Festival is financed entirely by donations.

Ms. Paterson suggested name tags for Board members who work and attend the Festival.

Ms. Paterson said that Macon Toledano will give a site walk of the Festival site.

Ms. Paterson said that Vintage Mansfield is Friday night.

She recognized the School of Fine Arts for all its involvement in the Festival.

Ms. Paterson reminded Board members that Saturday night will be Picnicpalooza with The Long River Band led by Mansfield resident Dudley Hamlin.

Finance and Administration

Tom Callahan said there is an outstanding personnel issue that is making its way through the Town job classification system.

Membership Development

Frank McNabb said the Committee had a table at the UConn Co-op during UConn move-in weekend and it was very busy. He said Committee members will also be at the UConn football game on September 16.

The membership renewal letters should to out in October/November.

Planning and Design

In Chair Steve Bacon's absence, Ms. van Zelm reported that the Committee will meet on September 20 to consider the zoning permit application for the Village Street and Transit Pathways. The Committee will receive an update on the changes the Committee suggested BL Companies to the design checklist as part of the Storrs Center Sustainability Guidelines, at a later meeting.

8. Other

Mr. Lodewick announced that long-time Board member Tom Callahan will be resigning from the Board. Mr. Callahan said his responsibilities at the UConn Health Center required him to, unfortunately, step off the Board. He said he feels comfortable doing so given that Storrs Center is in construction and his replacement will be Richard Orr, Executive Officer to UConn President Herbst.

Mr. Callahan said that he would like to continue to serve on the Finance and Administration Committee.

The Board recognized and thanked Mr. Callahan for his years of dedication and work on the Partnership Board and as Chair of the Finance and Administration Committee. Ms. Paterson noted that the project would not be where it is today without Mr. Callahan.

9. Adjourn

Ms. Paterson made a motion to adjourn. Mr. Paulhus seconded the motion. The motion was approved and the meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm